

WiTS BiTS

CSD/OD PM TEAM INITIATING A JOB CODE / POSITION NUMBER REQUEST STEP-BY-STEP

PM Team Issuer

1. ***Initiate JCPN Request***
 - a. Click on “***Initiate JCPN Request***”
 - b. Enter relevant data (including mandatory fields) in main input sheet and make sure Action Type shows “Initiate JCPN”
 - c. Click on **JCPN** tab
 - d. Choose “Request Type” as either: (1) ***JC (only)***, (2) ***PN (only)***, or (3) ***JC&PN (both)*** information as appropriate
 - e. Fill in fields in the “Request Section,” Job Code Information Section,” and/or “Position Number Information Section” as appropriate
 - f. Rubber stamp “Initiate JC/PN Request” – this closes the action and sends it back to the PM Team Issuer’s personal worklist.
2. ***Complete the JCPN Request*** – PM Team Issuer completes the action as shown in either Option 1 or Option 2 below:
 - **Option 1 – No PM Team Assistant Action Necessary:**
PM Team Issuer:
 - Open *Job Code/Position Number Request* action from personal worklist
 - Enter assigned codes and action taken into ***Position Management Team Section*** of JC/PN Request form
 - Rubber stamp “Request Complete—Send Email” - this will save and close the JC/PN action and move it to the Archived Actions section of the WiTS work area page.

OR

○ **Option 2 – Send to PM Team Assistant for Action:**

PM Team Issuer:

- Open *Job Code/Position Number Request* action from personal worklist
- Rubber stamp “Send to PMT Assistant” - this will save and forward the JC/PN request to the PM Team Assistant for action.

PM Team Assistant:

- Open *Job Code/Position Number Request* action from personal worklist.
- Takes appropriate action and updates JC/PN form as necessary.
- Rubber stamp “Return to Position Management Team”

PM Team Issuer:

- Open *Job Code/Position Number Request* action from personal worklist.
- Enters assigned codes and action taken into ***Position Management Team Section*** of JC/PN Request form
- Rubber stamp “Request Complete—Send Email” - this will save and close the JC/PN action and move it to the Archived Actions section of the WiTS work area page.

PM Team Issuer or PM Team Assistant

3. ***Optional - To view the actual completed JCPN request form:***

- a. From the **Archived Actions Bizcove**, locate the completed Request for Job Code/Position Number action.
- b. Click in the checkbox next to the JC/PN action and click the “Detail” button
- c. Click on last “completed” checkbox then click on the “View” tab
- d. Review and/or print if desired.
- e. Click “Close” to exit and return to the WiTS work area page.